

**CITY OF SAN JOSE**  
**OFFICE OF THE CITY AUDITOR**  
**Procedure No. M-10**

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**PRELIMINARY SURVEY MEMORANDUM**

**Purpose**

To summarize the information gathered during the preliminary survey and start finding development sheets for any potential findings resulting from preliminary survey work.

**Background**

The Preliminary Survey Memorandum should include the following information:

- Information about the legal authority for the audited organization, program, activity or function;
- A brief history or profile of the program, including the current mission statement and objectives;
- A summary of important facts, key personnel, contracts, facilities, locations, computer systems or databases, processes, and related laws and regulations; and
- A definition of terms.

**Procedure**

Audit Staff	<ol style="list-style-type: none"><li>1. Upon completion of the preliminary survey fieldwork, prepare a Preliminary Survey Memorandum (See example of a preliminary survey memorandum in <a href="#">5-04E-1</a>).</li><li>2. Prepare preliminary Finding Development Sheets. (See Procedure No. <a href="#">M-22</a>)</li><li>3. Submit the preliminary Finding Development Sheets to the Supervising Auditor and the City Auditor.</li><li>4. At the next biweekly meeting, discuss the preliminary findings, or the lack thereof, with the City Auditor to assess whether to revise or expand the audit scope, or to drop the audit.</li></ol>
Supervising Auditor and City Auditor	<ol style="list-style-type: none"><li>5. Review and approve the Preliminary Survey Memorandum and the preliminary Finding Development Sheets.</li><li>6. Determine the need for an in-house specialist or an outside consultant to provide technical assistance in specialized areas.</li></ol>
Audit staff	<ol style="list-style-type: none"><li>7. File the Preliminary Survey Memorandum and the preliminary Finding Development Sheets in the audit workpapers.</li></ol>